## Approved For Release 2000/08/29 : CIA-RDP78-05252A000100050006-7

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Chief, Contact Division, 00

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Acting Chief, Finance Division

Energency Fund Districtments

- 1. A review of Contact Meld Office Financial Reports reveals the necessity for a written procedure governing the use of "Emergency Fund Disbursements". For example:
  - In December 1952, 25X1A6a proper request of the Logistics Office, advanced \$250 25X1A9a from their emergency fund to on TDY in that area as a travel advance. A copy of Logistic's memorandon (according to the original on hand in your office) was intended for the Finance Division, but our Registry Log fails to reveal that same reached this Division.

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separated from the Agency after his return to Washington, D. C. (prior to receipt of accounting) and made no mention of having obtained the \$250 from He was then "cleared" by the Finance Division and is presently on his way to We are attempting to contact him through Hillitary Channels regarding this indebtedness.

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In April 1953. the sum of \$59.92 for travel expenses incurred during the period 31 March to 3 April 1953. A duplicate claim for the same trip was submitted by ORR and paid by Finance Division in Washington, D. C. the duplicate check, and an investigation revealed that during that period performed for OHR, OSI, and the Contact Division, and the submission of a duplicate claim was in error.

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There is no criticism on the part of the Contact Office, as action taken was in accordance with proper instructions. On the contrary, we would like to take this opportunity to state our appreciation of the manner in which the Administrative Staff of the Contact Division handles financial matters. Our dealings with the Field Administrative Officers during Washington confer<u>onces have been mo</u>st pleasant, and we wish to extend our gratitude to for excellent supervision of her

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staff. We are confident that much of the administrative burden which is prevalent in the servicing of any operation A version in the servicing of any operation background in this wildlis it's

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3. In order to prevent a recurrence of these cases, it is believed that a written procedure governing the disbursements from the emergency funds located at your field offices should be formalized, and you will find attached hereto such a procedure. It is suggested that this procedure be published to each of your field offices maintaining an "Emergency Fund".

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Acting Chief, Finance Division

FD/FPB/EK/har

Attachment

